

**Key Information Summary Sheet**  
**Temporary Agency Administrative Staffing Services**  
**Invitation for Bids No. 10-27-004**



<b>IFB Issue Date:</b>	March 5, 2010
<b>Procurement Officer:</b>	Ann Goldman goldmana@mdhousing.org 410-514-7113 FAX: 410-987-4676
<b>Submit Bids to:</b>	Dept. of Housing and Community Development Attention: Ann Goldman 100 Community Place, Room 2.613A Crownsville, MD 21032-2023
<b>Bids Due and Bid Opening:</b>	March 25, 2010 at 2:00 pm local time 100 Community Place, Room 2.613A Crownsville, MD 21032
<b>Anticipated Contract Start:</b>	April, 2010
<b>Anticipated Completion Date:</b>	April, 2011

**SMALL BUSINESS RESERVE PROCUREMENT**

This is a Small Business Reserve Procurement for which award will be limited to certified small business vendors. Only businesses that meet the statutory requirements set forth in State Finance and Procurement Article, §§ 14-501 - 14-505, Annotated Code of Maryland, and who are registered with the Department of General Services Small Business Reserve Program are eligible for award of a contract. See Section 1.14 of the IFB for more information.

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### **Attachments**

- A. Contract Terms**
- B. Job Classification**
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## **SECTION 1 - GENERAL INFORMATION**

### **1.1 Purpose**

The Maryland Department of Housing and Community Development (DHCD) is seeking the services of temporary staffing agencies to provide personnel on an as needed basis for the performance of administrative functions in various areas throughout DHCD.

### **1.2 Procurement Method**

This Contract will be awarded in accordance with the small procurement regulations under COMAR 21.05.07.

### **1.3 Questions**

Questions will be accepted from prospective Bidders and should be submitted in a timely manner to the Procurement Officer only. E-mail submission of questions is preferable, but questions will also be accepted by phone, mail or facsimile to the Procurement Officer. The Procurement Officer will decide whether an answer can be given before the closing date, based on the availability of time to research and communicate an answer. Answers to all substantive questions that have not previously been answered, and are not clearly specific only to the requestor, will be distributed to all vendors who are known to have received a copy of this IFB.

### **1.4 Bid Submission Requirements, Deadline and Bid Opening**

Submit a completed and signed original of the Bid Form (Attachment C), with all other required documentation, in a sealed envelope clearly marked with IFB title, number and closing date/time to the Issuing Office not later than the closing date and time noted on the Key Information Summary Sheet.

Allow sufficient mail and internal delivery time to ensure receipt of bids at the Issuing Office prior to the closing date and time. Bids submitted by e-mail or facsimile will not be accepted. No late bid or late request for bid modification or withdrawal will be considered. Requests for extensions of the closing date or time will not be granted.

Bids will be opened in accordance with the provisions of COMAR 21.05.02.11 at the date and time noted on the Key Information Summary Sheet in the Finance Conference Room, Room 2.610 at the Issuing Office. Bids opened will not be returned.

### **1.5 Preparation of Bid Form**

**Do not alter or change any wording on any bid form.** Bids that are obviously unbalanced, or that include alteration of forms, omissions, irregularities, and/or conditional bids may be deemed non-responsive and rejected. Bids shall be typewritten or written legibly in ink. All erasures, strike-throughs or other alterations shall be initialed in ink by the signer.

All bids shall be signed in ink as follows:

- Individual/Sole Proprietor – Sign with full name and address.
- Partnership – Partners shall sign with full names and business addresses.
- Limited Partnership – General partners shall sign with full names and business addresses.
- Corporation – An officer of the corporation shall sign with full name and title and shall include the name and address of the corporation.
- LLC or LLP – The member of the LLC authorized to obligate the LLC or LLP shall sign with full name and business address.

#### **1.6 Procurement Officer and Issuing Office**

The sole point of contact at the State for purposes of this IFB is the Procurement Officer at the Issuing Office listed on the Key Information Summary Sheet.

#### **1.7 Contract Manager**

After contract award and throughout the course of the project, the Contract Manager listed below (or designee) will monitor the performance of the Contractor.

Ann Goldman, Procurement Officer  
Department of Housing and Community Development  
100 Community Place  
Crownsville, MD 21032  
Tele: 410-514-7113  
Fax: 410-987-4676  
Email: goldmana@mdhousing.org

#### **1.8 Duration of Bid**

Bids submitted in response to this IFB are irrevocable for 60 days following the bid opening date. The Procurement Officer may extend this period, with the Bidder's written consent.

#### **1.9 Revisions to the IFB**

If it becomes necessary to revise this IFB, amendments will be provided to all prospective Bidders that were sent this IFB or otherwise are known by the Procurement Officer to have obtained this IFB. Failure to acknowledge receipt does not relieve the Bidder from complying with all terms of any such amendment.

### **1.10 IFB Cancellation / Rejection**

The State reserves the right to cancel this IFB at any time prior to contract award pursuant to COMAR 21.06.02.02. The State also reserves the right to accept or reject, in whole or in part, any and all bids received in response to this IFB, and to waive or permit cure of minor irregularities in any manner necessary to serve the best interests of the State of Maryland.

### **1.11 Contract Type**

The contract awarded as a result of this solicitation shall be an indefinite quantity contract with fixed unit prices in accordance with COMAR 21.06.03.06A(2).

### **1.12 Compensation and Method of Payment**

The Contract will provide that the Contractor be paid monthly for temporary agency administrative staffing services. Payment shall be based upon the actual number of hours expended by the Contractor in performance of the services requested by DHCD in the preceding month, multiplied by the fixed hourly rates of compensation on the Contractor's Attachment C, Price Bid Form.

No conversion fee shall be payable for temporary agency employees that are offered direct employment by DHCD if they have been on assignment to DHCD for 12 weeks or longer.

### **1.13 Parties to the Contract**

The Contract entered into as a result of the response to this IFB shall be by and between each successful Bidder as Contractor and DHCD, and shall include the terms and conditions of Attachment A attached to this IFB and generally the provisions of this IFB. Any exceptions to this IFB or the terms and conditions of Attachment A will result in the rejection of the bid. Attachment A is provided for information and review only. It is not to be submitted with the Bidder's response to this IFB.

### **1.14 Small Business Reserve Procurement**

This is a Small Business Reserve Procurement for which award will be limited to certified small business vendors. Only businesses that meet the statutory requirements set forth in State Finance and Procurement Article, §§ 14-501 - 14-505, Annotated Code of Maryland, and who are registered with the Department of General Services Small Business Reserve Program are eligible for award of a contract.

A "Small Business" is a business, other than a broker, that meets the following criteria:

- The business is independently owned and operated;
- The business is not a subsidiary of another business;
- The business is not dominant in its field of operation;

- The wholesale operations of the business did not employ more than 50 persons, and the gross sales of the business did not exceed an average of \$4,000,000 in its most recently completed 3 fiscal years;
- The retail operations of the business did not employ more than 25 persons, and the gross sales of the business did not exceed an average of \$3,000,000 in its most recently completed 3 fiscal years;
- The manufacturing operations of the business did not employ more than 100 persons, and the gross sales of the business did not exceed an average of \$2,000,000 in its most recently completed 3 fiscal years;
- The service operations of the business did not employ more than 100 persons, and the gross sales of the business did not exceed an average of \$10,000,000 in its most recently completed 3 fiscal years;
- The construction operations of the business did not employ more than 50 persons, and the gross sales of the business did not exceed an average of \$7,000,000 in its most recently completed 3 fiscal years; and
- The architectural and engineering operations of the business did not employ more than 100 persons, and the gross sales of the business did not exceed an average of \$4,500,000 in its most recently completed 3 fiscal years.

If a business has not existed for three years, the gross sales average is computed for the period of the business's existence. For newly formed businesses the determination will be based upon employment levels and projected gross sales.

For more information about the Small Business Reserve program visit:

<https://www.smallbusinessreserve.maryland.gov/faq/index.cfm>

### **1.15 Minority Business Enterprises (MBEs)**

A Small Business is not the same as a Minority Business Enterprise, but a business can be both if it has been qualified as a Small Business and has been certified by the Maryland Department of Transportation's (MDOT) Minority Business Enterprise Program as a Minority Business Enterprise. For more information about the Minority Business Enterprise visit:

[http://www.mdot.state.md.us/MBE\\_Program/index.html](http://www.mdot.state.md.us/MBE_Program/index.html)

## **SECTION 2 – MINIMUM QUALIFICATIONS**

### **2.1 Certified Small Business**

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registered with the Department of General Services Small Business Reserve Program are eligible for award of a contract.

## **SECTION 3 – SCOPE OF SERVICES**

### **3.1 Overview**

The purpose of this Invitation for Bids (IFB) is to identify a Contractor to provide temporary employees that will supplement existing DHCD resources in support of daily administrative operations.

### **3.2 Staffing Classification and Duties**

The Contractor shall provide temporary employees for the following classification level:

- Administrative Assistant – provides secretarial and administrative support to agency staff. Details, including examples of work and required qualifications are provided in Attachment B.

The Contractor shall have procedures in place that ensure that temporary employees proposed for assignment meet the qualifications as presented in this IFB and are capable of handling duties assigned.

Temporary employees shall perform the duties as described in Attachment B.

### **3.3 Temporary Employee Screening Procedures**

The Contractor shall have temporary employee applicant screening procedures in place that may include, but are not limited to:

- Evaluation of general knowledge and skills
- Computer competency testing
- Verification of work experience and capabilities through reference checks
- Ability to provide results of a background investigation check, if requested by DHCD for specific assignments

### **3.4 Temporary Employee Assignments**

The DHCD Contract Manager or designee will notify the Contractor of temporary employee assignments as requirements arise and provide the following information to the Contractor for each assignment:

- Summary of duties
- Assignment start date
- Estimated assignment end date
- Daily work schedule hours

- DHCD point of contact

Upon receipt of an assignment notification, the Contractor shall:

- Propose an employee with the experience, knowledge and ability suitable for the specific assignment
- Provide a resume that includes the employee's qualifications and evidence of reference checks

The Contractor shall respond with a proposal as soon as possible but no later than 24 hours after receiving notification of an assignment from DHCD.

DHCD will review the proposed employee's resume and qualifications prior to accepting any assignment. DHCD reserves the right to reject proposed staff based on this review.

DHCD may terminate staff assignments at any time.

### **3.5 Monitoring**

The Contractor shall provide temporary employee timesheets for DHCD review and approval.

The Contractor shall serve as the point of contact between DHCD and the temporary employee for performance and attendance issues.

The Contractor shall provide a substitute in the event of either the planned or unplanned absence of an assigned temporary employee. DHCD will review the substitute's resume, qualifications, and the results of reference checks and may reject the employee based on this review.

## **SECTION 4 – BID EVALUATION AND CONTRACT AWARD**

### **4.1 Qualifying Bids**

The Procurement Officer will review each bid for compliance with the requirements of this IFB. Failure to comply with any requirements will normally disqualify a bid; however, the State may waive minor irregularities when it is in the State's best interest to do so, pursuant to COMAR 21.06.02.04.



## **4.2 Contract Award**

DHCD will award a Contract to the responsible Bidder meeting the minimum qualifications and providing the lowest hourly price for providing temporary employees. The Contractor will be compensated for actual work performed as described in Section 1.12 above.

**End**